



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: EX 00-75

OPEN: 9/15/2000

CLOSE: 10/16/2000

THIS POSITION IS TEMPORARY, NOT-TO-EXCEED ONE YEAR. APPOINTMENT MAY BE EXTENDED FOR AN ADDITIONAL YEAR.

POSITION VACANT: Biologist (Science Assistant) AD-401-1. Salary ranges from \$23,304-\$55,541 per annum.

PROMOTION POTENTIAL: Biologist (Science Assistant) AD-401-1. Salary ranges from \$23,304-\$55,541 per annum

LOCATION: Directorate for Biological Sciences, Office of the Assistant Director, Information and Automation Resources Unit, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VIII.

AREA OF CONSIDERATION: All Sources.

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for temporary appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

- Assists in the management of information dissemination on BIO websites (internal and external), including their design, preparation, and file mirroring.
- Generates relevant scientific and/or administrative data from Foundation-wide data bases that can be used in preparing analytical and interpretative reports and guides. This includes writing programs using query language, and the development and use of other applicable software. Reports include one time requests and recurring reports.
- Assists Division Science Assistants and Program Technology Analysts in tabulating and analyzing data for program annual reports.
- Manages procedures for all Directorate publications, including program announcements, bulletins, "dear colleague" letters, and special notices. Functions as the Directorate liaison to staff in Office of Budget, Finance and Award Management (BFA), Office of Legislative and Public Affairs (OLPA), Division of Information Systems (DIS), and Division of Administrative Services (DAS) for published materials.
- Provides Microcomputer Support Services. Activities include but are not limited to: providing consulting and assistance to users of microcomputers; installing user hardware, software, and peripherals, and developing instructional guides for that and other procedures; evaluating and analyzing users' needs and recommending appropriate solutions. Coordinates with DIS or other Directorate staff for problem resolution as needed.
- Controls the development and maintenance of spreadsheets/databases which document the inventory of ADP equipment for the Directorate for Biological Sciences.
- Assists Directorate and Divisional FastLane experts in monitoring the BIOFL email alias, answering technical questions regarding all aspects of the FastLane system.

QUALIFICATIONS REQUIRED:

Applicants must have a Baccalaureate degree in Biological, Environmental or related sciences. Some computer, administrative, managerial or professional experience related to the position is desirable.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice – as long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also include the following information: •Specify your country of citizenship. •Your Social Security Number. •Information about your education, including your major, and type and year of degree(s). •Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you held various positions with the same employer, describe each separately. •The brochure Applying for a Federal Job provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number EX 00-75. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** Inquiries of a technical nature regarding this position may be directed to Peggy Weber, (703) 292-8400. For additional information or a copy of the vacancy announcement call Sybil Smith, on (703) 292-4375. Hearing impaired individuals may call TDD (703) 306-0189.

**NSF IS AN EQUAL OPPORTUNITY COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

02 - Contact with NSF Personnel Office

(Agency Bulletin Board or other Announcement)

03 - NSF-initiated personal contact

04 - Science Magazine, or other professional journal or magazine

(specify)

05 - Affirmative Action Register

06 - Attendance at conference, meeting or job fair

(specify)

07 - NSF recruitment at school or college

08 - Colleague referral

09 - NSF Bulletin

10 - Federal, State or local job information center

11 - State vocational rehabilitation agency or

Veterans Administration

12 - State employment office

13 - School or college counselor or other official

14 - Private job Information service

15 - Private employment service

16 - Friend or relative working at NSF

17 - Friend or relative not working at NSF

18 - NSF website

19 - Internet or other website

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER